DOCUMENT RESUME

ED 197 129 CE 027 740

TITLE Student Assessment System. Student Performance Record. Task Detailing. Allied Health Occupations/Practical Nursing. Georgia Vocational Education Program Articulation.

INSTITUTION Georgia Univ., Athens. Div. of Vocational Education.

SPONS AGENCY Georgia State Dept. of Education, Atlanta. Div. of Vocational Education.

PUB DATE 80

NOTE 44p.: Some pages will not reproduce well due to light and broken print. For related documents see CE 027 737-747.

EDRS PRICE MF01/PC02 Plus Postage.

DESCRIPTORS *Allied Health Occupations; Allied Health Occupations Education; Anatomy; Drug Therapy; *Job Performance; *Job Skills; Medical Services; Mental Health; Nursing Education; Nutrition; *Occupational Information; Pharmacology; Physiology; Postsecondary Education; *Practical Nursing; Secondary Education; *Student Records; Vocational Education

ABSTRACT

This booklet lists tasks and functions the health occupations student should be able to do upon entering an employment situation or a postsecondary school. (Listings are also available for the areas of cosmetology and transportation/automotive mechanics.) Tasks are coded to correspond to those on the Student Performance Record, which details a student's past performance. Tasks and functions are listed for nine major allied health occupations/practical nursing areas: (1) health occupations skills, (2) personal and vocational relationships, (3) nutrition and diet therapy, (4) basic drug administration, (5) anatomy and physiology, (6) nursing of children, (7) maternal and newborn care, (8) mental health and mental illness, and (9) medical surgical nursing. (Domain referenced tests for skills and theory are available separately as CE 027 741 and CE 027 742.) (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

GA7913106

STUDENT ASSESSMENT SYSTEM

PERFORMANCE

RD

ALLIED HE URSING

ED197129

CE 027 740

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

A. Maughon

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Voca
Progra

STUDENT ASSESSMENT SYSTEM

Developed Under Contractual Agreement with

Division of Program Development
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1980

Developed By

The University Of Georgia

under the direction of

Dr. Paul Scott

Vocational Education Materials Center

Division Of Vocational Education

College Of Education

The University Of Georgia

Dr. George L. O'Kelley, Jr.,

Division Chairman

Division of Vocational Education
College of Education
University of Georgia, Athens, Ga.

POLICIES AND PROCEDURES FOR THE CENTER

PURPOSE OF THE CENTER

The Vocational Education Materials Center functions within the Division of Vocational Education, University of Georgia. This Center operates under grants from the U.S. Office of Education, and the Georgia State Department of Education with the support of the College of Education. The Center is comprehensive in its commitment and approach to the development and dissemination of materials in the broad field of Vocational Education.

The purpose of the Center is to increase the capability of Georgia's delivery system for Vocational Education. Specifically, the Center is committed to:

1. Develop materials to assist in the implementation of proposed curricula and to enhance the teaching of Vocational Education.

2. Conduct and report curriculum research related to Vocational Education.

3. Provide a production and dissemination center for Vocational Education materials.

4. Provide direct experiences in curriculum development and diffusion for advanced graduate students.

5. Enable faculty members to participate in the development and implementation of a variety of curriculum materials.

Dr. G. L. O'Kelley, Jr.; Chairman
Division of Vocational Education
628 Aderhold Hall
University of Georgia
Athens, Georgia 30602

ALLIED HEALTH OCCUPATIONS CLUSTER

Introduction

The student performance record is designed to be used by receiving post-secondary vocational schools in their process of evaluating a student's past performance in order to grant advanced credit. The record will also be helpful to other groups of people interested in evaluating the skills obtained by a student while in either a secondary or post-secondary vocational program.

Comprehensive high schools in Georgia who offer the Allied Health Occupations Cluster are providing students with an opportunity for exploration of a family of occupations, multi-occupational preparation and options for specific preparation in a single occupation during the senior year in high school. This internal structure of the health occupations cluster allows for both flexibility and specialization in occupational preparation depending upon the student's state of readiness and personal goals.

The health occupations cluster covers tasks in the following areas: Dental Assistant, Dental Lab Technician, Medical Lab Aide, Radiologic Technology Aide, Respiratory Therapy Assistant, Emergency Medical Technician, Medical Assistant, Operating Room Technician, Physical Therapy Assistant, and Practical Nurse. As one may suspect, many functions taught at both the secondary and post-secondary levels overlap to a large extent. In fact, the newly developed articulated health occupations curriculum materials use identical teaching modules in almost all MAJOR AREAS.

Task Listing

The following list gives both the functions taught in the health occupations cluster at the high school level and the practical nursing functions taught at the post-secondary level. This list was developed by

Georgia teachers and health practitioners using traditional task analysis methods. A V-TECS catalog of tasks was used as the base document for developing the list used with the student performance record.

This task list will tell the reader what the health occupations student should be able to do upon entering an employment situation or upon entering a post secondary school. The functions reflected on the student performance record are in a coded form (e.g., HOS 17.01, MS 14.02, etc.). This booklet is therefore required for interpretive purposes.

The student performance record includes two basic sections. The Health Occupations Skills (HOS) section primarily includes skills which are manipulative in nature. Beside each of these functions are four blanks. The first blank should be initialed by the secondary teacher when a student successfully completes performing a function in a lab situation. The second blank will be initialed by the instructor on the post-secondary level as the student successfully performs a function in the lab. Directly below the lab check-off area is a check-off area for clinic work. The same procedure is followed when the student successfully performs a function in a clinic situation. The first blank is for secondary check-off and the second blank is for post-secondary check-off.

The second section of the Performance Record includes the Health Occupations theory and deals primarily with knowledge areas. In this section a single blank is provided to indicate whether or not the student has studied in this area and had a satisfactory evaluation.

Using the Task Detailing

To aid in interpreting the Student Performance Record the tasks in this booklet are identified with the same code numbers as those on the Student Performance Record. The performance record is coded in order to make the record more compact, and easier to store and transport. To identify

a specific task on the performance record locate the Function in the task detailing Table of Contents. The page number for each function is identified. Turn to that page to locate the specific task. The Health Occupations Skills (HOS) tasks identify the task components (learning steps) for each task; however, the theory functions list only the titles of each unit.

Performance Rating Scale

For the reader's convenience the rating portion of the student performance record is shown here.

Rating	Level of Performance
1	Degree of skill below minimum performance level
2	Acceptable level of skill; can perform with supervision and/or assistance
3	High level of skill; can perform independently and consistently at a high level

The rating on this performance gives the entry level skills this student has demonstrated based on set standards or criteria. This record is intended for use in assessing the student's ability for employment or advanced educational purposes. An item left unmarked indicates the student has not received instruction. The first blank indicates the secondary rating -- the second blank is the post-secondary rating.

TABLE OF CONTENTS

Allied Health Occupations/Practical Nursing Tasks and Functions

I. HEALTH OCCUPATIONS SKILLS (HOS)

A.M. and P.M. Care 1
Assist with Bathing 1
Care of Skin Accessories 2
Care for Beds 2
Aseptic Techniques 3
Isolation Techniques 3
Vital Sighs 4
Assist with Ambulation 5
Position Bed Patient 6
Care of Wounds 6
Applying Heat and Cold 7
Emergency Care 7
Assisting with Respiration 8
Assist with Nutrition 9
Urine Elimination 10
Bowel Elimination 11
Medical Office Skills 11
Admission, Transfer and Discharge 12
Administering Medications 12
Sergical Technical Skills 12
Maintaining Fluid Balance 13
Maintaining Records and Performing Ward Clerk Duties 13
Infant Care 14
Maternal and Newborn Care 15
Medical Laboratory Techniques 16
Care of Orthopedic Patient 17
Giving Post-Mortum Care 18
Care of Surgical Patient 18
Special Care of the GI Tract 19
Maintain Patient Environment 19
Housekeeping Aide 19
Dental Assisting 20
The Dietary Aide 21
Radiologic Technology 21
Physical Therapy Assisting 21

II. PERSONAL AND VOCATIONAL RELATIONSHIPS (PVR)

You, the Student 22
You, the Nurse 22
Your Patient 22
Ethical and Legal Aspects 22
Understanding Human Behavior 22

III. NUTRITION AND DIET THERAPY (NDT)

Introduction to Nutrition 23
Basic Nutrients 23
Water, Cellulose, Minerals, and Vitamins 23
Nutrition During the Life Span 23
Diet Therapy 23

IV. BASIC DRUG ADMINISTRATION (BDA)

Drug Problems 24
Pharmacology 24

V. ANATOMY AND PHYSIOLOGY (AP)

General Plan of the Body 25
Musculo Skeletal System 25
Circulatory System 25
Nervous System 25
Sense Organs 25
Digestive System 25
Respiratory System 25
Urinary System 26
Reproductive System 26
Endocrine System 26
Body Fluids 26

VI. NURSING OF CHILDREN (NC)

Hospitalized Child 27
The Infant. 27
The Toddler 27
The Pre-school Child 27
The School Age Child 27
The Adolescent 27

VII. MATERNAL AND NEWBORN CARE (MN)

Fetal Development 28
Care and Complications During Pregnancy 28
Care During Labor and Delivery. 28
Care of the Newborn 28
Post-Partum Care 28
Family Planning 28

VIII. MENTAL HEALTH AND MENTAL ILLNESS (MHI)

Mental Health 29
Mental Illness. 29

IX. MEDICAL SURGICAL NURSING (MS)

Disease and the Body's Response 30
Allergic Conditions 30
Communicable Diseases 30
The Surgical Patient 30
Chronic Illness 30
Giving Care to the Cancer Patient 30
Conditions of the Skin 30
Conditions of the Blood and Lymph 31
Cardiac Conditions. 31
Vascular Conditions 31
Conditions of the Digestive System 31
Conditions of the Urinary System 31
Conditions of the Respiratory System 31
Conditions of Musculo Skeletal System 31
Conditions of Nervous System 32
Conditions of Sensory Organs. 32
Conditions of Endocrine System 32
Conditions of the Reproductive System 32

LIST OF TASKS AND FUNCTIONS

MAJOR AREA I: HEALTH OCCUPATIONS SKILLS (HOS)

FUNCTION -- A.M. and P.M. Care

HOS 1.01 Maintaining Oral Hygene

- A. Importance of Oral hygene
- B. Safety precautions
- C. Equipment
- D. Procedure for giving oral care to both conscious and unconscious patients

HOS 1.02 Assisting with Elimination

- A. Use of bedpans, urinals and bedside commodes
- B. Safety precautions
- C. Equipment
- D. Procedure for assisting patient in using bedpan, urinal and bedside commode

HOS 1.03 Giving a Back Rub

- A. Rationale
- B. Safety precautions
- C. Equipment used
- D. Procudure for giving a backrub

FUNCTION -- Assist with Bathing

HOS 2.01 Give Bed Bath

- A. When and why bedbaths are given
- B. Types of bed baths
- C. Necessary equipment
- D. Safety and comfort measures
- E. Procedure for giving bed bath

HOS 2.02 Assist Patient with Shower

- A. Equipment
- B. Safety factors
- C. Procedures for assisting with a shower

HOS 2.03 Assist with Tub Bath

- A. Types of tub baths
- B. Necessary equipment
- C. Safety and comfort measures
- D. Procedure for assisting with tub baths

HOS 2.04 Dress Adult Bed Patient

A. Necessary materials
B. Safety and comfort measures
C. Procedure for dressing an adult bed patient

FUNCTION -- Care of Skin Accessories

HOS 3.01 Shave Male

A. Supplies needed
B. Safety precautions
C. Procedure for shaving

HOS 3.02 Give Shampoo to a Bed Patient

A. Reasons for shampoo in bed
B. Necessary equipment
C. Safety factors
D. Procedure for shampoo of a bed patient
E. Shampoo a patient

HOS 3.03 Brush and Comb Hair

A. Reasons for brushing or combing hair
B. Necessary equipment
C. Good hair care
D. Procedure for brushing or combing hair

HOS 3.04 Care for the Nails

A. Reasons for caring for nails
B. Necessary equipment
C. Safety factors
D. Procedure for nail care

FUNCTION -- Care for Beds

HOS 4.01 Adjust Bed to Different Positions

A. Reasons for positions
B. Types and names of positions
C. Purpose of side rails
D. Rules and regulations regarding side rails
E. Procedure for adjusting siderails and beds

HOS 4.02 Making Unoccupied Beds

A. Types of unoccupied beds
B. Equipment
C. Safety measures for worker and patient
D. Procedure for making an unoccupied bed

HOS 4.03 Making Occupied Beds

A. Patients who require occupied bed making
B. Equipment
C. Safety measures for patient and worker
D. Procedure for making an occupied bed

FUNCTION -- Aseptic Technique

HOS 5.01 Wash Hands

A. Medical Asepsis, definition and purpose
B. Why and when to wash hands
C. Hand washing procedure

HOS 5.02 Handling Sterile Equipment and Supplies

A. Principles of surgical asepsis
B. How equipment becomes contaminated
C. Identification of sterile equipment and supplies
D. Procedure for opening sterile packs
E. Procedure for handling forceps
F. Using forceps to transfer equipment
G. Procedure for pouring sterile solutions

HOS 5.03 Putting on and Removing Sterile Gloves

A. Purposes of sterile gloves
B. When gloves are required
C. Procedure for putting on and removing sterile gloves

FUNCTION -- Isolation Techniques

HOS 6.01 Preparing a Unit for Isolation

A. Purpose of isolation
B. Equipment needed in isolation
C. Organization of equipment

HOS 6.02 Putting on and Removing Mask

A. Purpose for mask
B. When mask is required
C. Procedure for putting on and removing mask

HOS 6.03 Put on and Remove Gown

A. Purpose of gown
B. When gown is used
C. Procedure for use of gown

HOS 6.04 Perform Double Bagging

A. Purpose of double bagging
B. Procedure for double bagging

HOS 6.05 Serve and Remove Diet Tray in Isolation

A. Why trays need special care
B. Equipment used
C. Procedure to serve and remove tray

HOS 6.06 Transfer Isolation Patient within Facility

A. Why special transfer is required
B. Types of transfer
C. Procedure for transfering isolation patient within facility

FUNCTION --Vital Signs

HOS 7.01 Taking Temperature

A. Vocabulary
B. Factors influencing body temperature
C. Safety factors
D. Equipment
E. Procedure for taking
    1. oral temperature and record
    2. rectal temperature and record
    3. auxiliary temperature and record
    4. temperature with electric thermometer and record

HOS 7.02 Taking Pulse Count

A. Vocabulary
B. Characteristics
C. Equipment
D. Procedure for counting
    1. radial pulse-adult and record
    2. radial pulse-child and record
    3. apical pulse-adult and record
    4. apical pulse-child and record

HOS 7.03 Taking Respiration Count

A. Vocabulary
B. Characteristics
C. Procedure for taking respirations and record
    1. Adult 15-20 years
    2. Adult 20-30 years
    3. Adult 30-40 years

HOS 7.04 Taking Blood Pressure

A. Vocabulary
B. Characteristics
C. Safety Factors
D. Equipment
E. Procedure for taking
   1. B/P Adult (15-20 yr.) and record
   2. B/P Adult (20-30 yr.) and record
   3. B/P Adult (30-40 yr.) and record

FUNCTION -- Assisting with Ambulation

HOS 8.01 Assisting Patient to Dangle and Ambulate

A. Mechanics of walking
B. Cause, reasons of, and prevention of falls
C. Definition of dangling
D. Safety measures related to moving and turning
E. Procedure for assisting patient to dangle and to ambulate

HOS 8.02 Assist a Patient with a Wheelchair

A. Equipment
B. Safety factors
C. Procedures used in proper patient assistance

HOS 8.03 Ambulate with Assistive Devices

A. Types and measurements of crutches
B. Definition and description of walkers
C. Types of canes
D. Gaits used in crutch walking
E. Physical preparation for crutch walking
F. Safety factors and special skills for crutch walking
G. When to use a walker and related safety factors
H. When to use a cane and related safety factors
I. Assisting patients with crutches, canes and walkers.

HOS 8.04 Transfer with a Mechanical Lift

A. Definition and description of mechanical lifter
B. When used
C. Safety factors
D. Procedure for transfering patient using a mechanical lift

HOS 8.05 Transfer Patient to a Stretcher

A. Definition and description of a stretcher
B. Types of transfer
C. Safety precautions
D. Procedure for transfering patient using a stretcher

FUNCTION --Positioning Bed Patient

HOS 9.01 Positioning Bed Patient

A. Types of bed positions and rationale
B. Terminology of positioning
C. Safety factors
D. Techniques of positioning patients

HOS 9.02 Assisting Patient with ROM Exercises

A. Range of motion concepts
B. Types of exercises
C. Safety factors
D. Exercise methodology

HOS 9.03 Applying Anti-embolic stocking

A. Purpose
B. Procedure for measurement
C. Procedure for application

HOS 9.04 Placing Patient on Alternating Pressure Mattress

A. Purpose
B. Safety precautions and hazards
C. Procedure for putting patient on matress

HOS 9.05 Applying Restraints

A. Purpose for and types of restraints
B. Safety precautions
C. Determining proper restraint to use
D. Procedure for applying restraints

FUNCTION -- Care of Wounds

HOS 10.01 Applying Bandages and Binders

A. Purpose of applying bandages and binders
B. Types of binders and bandages
C. Safety factors
D. Procedures for applying bandages and binders

HOS 10.02 Applying Sterile Dressings

A. Purpose of sterile dressing
B. Types of equipment
C. Principles of sterile technique
D. Procedure for applying a sterile dressing

HOS 10.03 Irrigating Wounds

A. Purpose of irrigating wounds
B. Equipment required
C. Safety factors
D. Procedure for irrigating a wound

FUNCTION -- Apply Heat and Cold

HOS 11.01 Administer Local Cold Applications

A. Principles of cold
B. Uses of cold
C. Materials used
D. Safety precautions
E. Types of cold applications
F. Procedure for applying cold applications

HOS 11.02 Administering Tepid Baths

A. Purpose of tepid baths
B. Materials for administering
C. Safety precautions
D. Procedure for administering tepid baths

HOS 11.03 Administering Local Heat Treatments

A. Principles and uses of heat
B. Materials used
C. Safety precautions
D. Types of hot applications
E. Procedure for applying, observing and charting a local hot application

HOS 11.04 Assisting Patient with Sitz Bath

A. Principles of heat
B. Purpose of sitz bath
C. Methods of administering
   1. chair
   2. tub
   3. pan
D. Equipment needed
E. Safety precautions
F. Procedure for administering a sitz bath to patient

FUNCTION -- Emergency Care

HOS 12.01 Cardiopulmonary Resuscitation

A. Purpose for CPR
B. Definition of Cardiac Arrest
C. Causes of Cardiac Arrest
D. Signs of Cardiac Arrest
E. Rationale for CPR
F. Safety precautions
G. Procedure for CPR
   1. opening airway -- precordial Thump
   2. Mouth to Mouth Ventilation
   3. Artificial Circulation
   4. CPR -- Ventilation and circulation
      a. one rescuer
      b. two rescuer

HOS 12.02 Controlling External Hemorrhage

A. Types of bleeding
B. Methods for controlling bleeding
C. Safety precautions
D. Procedure for applying tourniquet

HOS 12.03 Immobilizing a Fracture

A. Types of fractures
B. Symptoms of fractures
C. Procedure for immobilizing fractures

HOS 12.04 Evacuating Patients

A. Evacuation principles
B. Evacuation situations
C. Evacuation procedures

FUNCTION -- Assisting with Respiration

HOS 13.01 Administering Oxygen

A. Why 0_2 is given
B. Types and operation of equipment
C. Safety factors
D. Procedure for administering 0_2 to patient

HOS 13.02 Assisting Patients with Breathing Exercises

A. Purposes for and types of breathing exercises
B. Procedure for assisting with exercises

HOS 13.03 Assisting Patient with Postural Drainage

A. Purpose of postural drainage
B. Types of positions for draining each lobe
C. Safety factors
D. Procedure for assisting patient with postural drainage

HOS 13.04 Suction of Patients Upper Respiratory Passage

A. Why suctioning is necessary
B. Types and operation of suction equipment
C. Safety factors
D. Procedure for suctioning upper respiratory passages

HOS 13.02 Assisting Patients with Breathing Exercises

A. Purposes for and types of breathing exercises
B. Procedure for assisting with exercises

HOS 13.03 Assisting Patient with Postural Drainage

A. Purpose of postural drainage
B. Types of positions for draining each lobe
C. Safety factors
D. Procedure for assisting patient with postural drainage

HOS 13.04 Suction of Patient's Upper Respiratory Passage

A. Why suctioning is necessary
B. Types and operation of suction equipment
C. Safety factors
D. Procedure for suctioning upper respiratory passages

HOS 13.05 Suction a tracheostomy

A. When a tracheostomy is necessary
B. Types of suctioning equipment
C. Operation and safety factors of equipment
D. Procedure for suctioning a tracheostomy

HOS 13.06 Clean an Inner Cannula

A. Parts of the tracheostomy set
B. Necessary equipment and safety factors
C. Procedure for cleaning inner cannula

HOS 13.07 Set up Child-Adult Mist Tent

A. Purpose of mist tent
B. Types of mist tent
C. Operation of equipment and safety factors
D. Procedure for setting up child adult mist tent

HOS 13.08 Assist with water-sealed drainage

A. Anatomy of respiratory tract
B. Why drainage is necessary
C. Safety factors involved to keep systems closed
D. Observations of patient and system

FUNCTION -- Assist with Nutrition

HOS 14.01 Serve Food Tray

A. Diets
B. Positioning and placing tray

HOS 14.02 Feed the Patient

A. Conditions which require feeding the patient
B. Procedures for feeding patients

HOS 14.03 Administer Gavage

A. Conditions for tube feeding
B. Safety factors for tube feeding
C. Procedures for administering tube feeding

FUNCTION -- Urine Elimination

HOS 15.01 Collect Routine Urine Specimen

A. Purpose of urine specimen
B. Constituents of normal urine
C. Identification of equipment
D. Procedure for collecting urine specimen

HOS 15.02 Collect a clean catch urine

A. When "clean catch" is necessary
B. Instructions given to patient
C. Procedure for collection

HOS 15.03 Check urine specimen for sugar and acetone

A. Reasons why sugar and acetone test may be ordered
B. Common types of materials used
C. Procedure for testing S/A

HOS 15.04 Inserting Urinary Catheter

A. Concept of using catheters
B. Types of catheters
C. Identification of equipment and safety factors
D. Procedure for inserting catheters

HOS 15.05 Irrigating the Urinary Bladder

A. Reasons for urinary bladder irrigations
B. Identify equipment and safety factors
C. Procedure for irrigating the bladder

HOS 15.06 Removing Retention Catheter

A. Principles involved
B. Identification of principles and safety precautions
C. Procedure for removing catheter

HOS 15.07 Collect 24-hour Urine Specimen

A. Rationale for 24 hour specimen
B. Identification of materials
C. Procedure for collecting 24 hour urine specimen

FUNCTION -- Bowel Elimination

HOS 16.01 Giving an Enema

A. Purpose
B. Classification of enemas according to purpose
C. Identify and list hazards
D. Procedure for giving enema

HOS 16.02 Inserting a rectal suppository

A. Purpose
B. Effects of and types of suppositories
C. Procedure for inserting a rectal suppository

HOS 16.03 Collect a Stool Specimen

A. Reasons for stool specimens
B. Equipment used
C. Procedure for collecting stool specimen

HOS 16.04 Removing Fecal Impaction

A. Rationale
B. Equipment used
C. Procedure for removing fecal impaction

FUNCTION -- Medical Office Skills

HOS 17.01 Assisting with a Physical Examination

A. Purpose, Why and how it is done
B. Uses of equipment
C. Procedure for assisting with physical exam

HOS 17.02 Irrigate the Patient's Eyes, Ears, Nose and Throat

A. Purpose for irrigating eyes, ears, nose and throat
B. Equipment specific to each area
C. Procedure for using each specific piece of equipment to irrigate EENT

HOS 17.03 Clean and Sterilize Equipment

A. Concept of: antiseptic, disinfectant, and sterilization
B. Common methods of destroying or removing micro-organisms on equipment
   1. physical removal
   2. chemical
   3. autoclave
C. Procedure for preparing special equipment
   1. metal, excluding instruments
   2. rubber
   3. instruments

FUNCTION -- Admission, Transfer and Discharge

HOS 18.01 Prepare a Unit for Admission

A. Environmental factors
B. Preparing the room

HOS 18.02 Receive and Admit a Patient

A. Nurse-Patient relationships
B. Procedure for receiving and admitting a patient

HOS 18.03 Transfering a Patient

A. Transfer situations
B. Transfer procedure

HOS 18.04 Discharge a Patient

A. Principles of discharge
B. Special discharge procedures

FUNCTION -- Administer Medications

HOS 19.01 Administer Oral Medications

A. Principles and types of medications
B. Safety factors
C. Principles of narcotic inventory
D. Charting and reporting

HOS 19.02 Administer Parenteral Medications

A. Types of parenteral injections
    1. IM
    2. subcu
    3. principles of Heparin administration
B. Equipment required, precautions and dangers
C. Procedure for administering parenteral medications

FUNCTION -- Surgical Technician Skills

HOS 20.01 Don Surgically Aseptic Attire

A. Principles of surgical asepsis
B. Principles of gowning
C. Procedure for self gowning
D. Procedure for gowning others

HOS 20.02 Introduction to the O.R.

A. Surgical team members
B. Duties of individuals
C. Surgical placement techniques

HOS 20.03 Identification of Basic Surgical Instruments

A. Instrument classification and uses
B. Classification of instruments
C. Passing instruments

HOS 20.04 Draping the Patient for Surgery

A. Types of drapes
B. Procedures for draping patients
C. Requirements for drapes

FUNCTION -- Maintaining Fluid Balance

HOS 21.01 Measure Intake and Output

A. Importance of fluids
B. Terms
C. Reasons for measurement
D. Routes of intake and output
E. Determining metric measures of common containers
F. Procedure for measuring intake and output

HOS 21.02 Care for Patient Receiving Intravenous Therapy

A. Reasons for IV therapy
B. Safety precautions
C. Procedure for caring for patient receiving IV's
D. Calculating drip rates

HOS 21.03 Assisting Patient with Fluid Imbalance

A. Concept of body fluids
B. Nursing care of an edematous patient

FUNCTION -- Maintain Records and Perform Ward Clerk Duties

HOS 22.01 Record Nursing Care

A. Types of observation
B. Subjective and objective reporting
C. Setting up a chart
D. Writing nursing care plan and nurses notes.

HOS 22.02 Transcribe Physicians Orders

A. Purpose for physicians order
B. Legal implications of written order
C. Procedure for transcribing physicians order

HOS 22.03 Receive and Deliver Mail, Flowers, and Gifts

A. Hospital policies
B. Procedure for delivering (on withholding) mail, flowers and gifts

HOS 22.04 Scheduling Patient Examinations and Treatments

A. Concept of treatments and examinations
B. Procedure for scheduling a patient for an examination or treatment

HOS 22.05 Accept and Relay Telephone Messages

A. Telephone courtesy
B. Telephone message procedures

HOS 22.06 Maintain Inventory

A. CSR and clerical inventory concepts
B. Inventory procedures

HOS 22.07 Prepare and Maintain Daily Census Sheet

A. Census concepts
B. Procedure for taking a patient census

HOS 22.08 Graph TPR's

A. Normal and abnormal vital signs
B. Procedure for charting TPR's

FUNCTION -- Infant Care

HOS 23.01 Safely lift and carry an infant

A. Reasons for special ways of carrying
B. Types of carry
C. Safety factors
D. Procedures for carrying infants

HOS 23.02 Weighing and Measuring an Infant

A. Reasons for weighing and measuring
B. Safety factors
C. Procedure for weighing and measuring

HOS 23.03 Collecting a Urine Specimen (Infant)

A. Purpose of collecting urine
B. Methods of collecting
C. Procedure for collecting

HOS 23.04 Daily Care of Newborn

A. Bathing the newborn
B. Procedures for providing care to the newborn

HOS 23.05 Feeding the Infant (Newborn)

A. Feeding principles
B. Techniques for feeding newborn infants

FUNCTION -- Maternal and Newborn Care

HOS 24.01 Count and Report Fetal Heart Rate

A. Position of the fetus and where to listen for FHT's
B. Purpose and importance of monitoring the fetal heart rate
C. Procedure for each method of obtaining fetal heart rate and recording
D. When to check fetal heart rate
E. Identification of basic abnormalities in rate

HOS 24.02 Timing Contractions

A. Physiology of uterine contractions
B. Significance of information concerning characteristics of contractions
C. Identify and use of electronic equipment
D. Procedures for determining characteristics of uterine contractions
E. Significance of major uterine dysfunction

HOS 24.03 Suction Infant's Respiratory Passages

A. Anatomy of the respiratory system
B. Purpose of suctioning
C. Procedure for suctioning (including safety factors)
D. Location and identification and function of equipment

HOS 24.04 Identifying Newborn Using Bracelet and Imprints

A. Formation of and the individuality of prints (finger, feet)
B. Purpose
C. Procedure

HOS 24.05 Irrigate Eyes with Silver Nitrate

A. Pharmacological aspects of silver nitrate
B. Purpose of instilling silver nitrate into the newborn's eyes
C. Procedure and safety precautions related to instillation of silver nitrate
D. Observations to make after instilling silver nitrate in the eye

HOS 24.06 Give Perineal Care

A. Anatomy of female perineum
B. Signs of inflammation and hematoma
C. Purpose and methods of care
D. Procedure (including safety factors)

HOS 24.07 Vaginal Irrigation and Medication

A. Reasons for vaginal irrigation and medication
B. Equipment
C. Procedure

FUNCTIONS -- Medical Laboratory Techniques

HOS 25.01 Recognize Glassware and use Glassware Safely

A. Selected types of glassware
B. Uses of glassware items
C. Safe practices

HOS 25.02 Wash Glassware

A. Why washed and why with a particular method
B. Recognizing sources of error in washing glassware

HOS 25.03 Obtain Blood from a Vein

A. Why and where completed
B. Recognizing sources of error in obtaining, handling, recording results, equipment
C. Knowing and using safe practices

HOS 25.04 Perform Capillary Puncture

A. Know when capillary blood is needed
B. Procedure for obtaining capillary blood
C. Recognizing sources of error

HOS 25.05 Measuring Hemoglobin

A. Why and where hemoglobin is measured
B. Anticoagulant required and color code of vacutainers
C. Recognizing sources of error in obtaining, handling, recording results, equipment
D. Measure hemoglobin with hemoglobinometer
E. Record results and recognize normal versus abnormal values

HOS 25.06 Measure Hematocrit

A. Why and where hematocrit is measured
B. Anticoagulants required; color code of vacutainers and capillary tubes
C. Recognizing sources of error in obtaining, handling, reading, recording and equipment

D. Measuring hematocrit with microhematocrit centrifuge
E. Record results and recognize normal versus abnormal values

HOS 25.07 Introduction to Urinalysis

A. Purpose of urinalysis
B. Appearance and chemistry of normal urine
C. Abnormal results
D. Preparation of urine sediment for microscopic exam

HOS 25.08 Group Blood in the ABO System

A. Purpose of ABO blood group
B. Procedure for ABO blood grouping
C. Interpretation of ABO blood grouping results

HOS 25.09 Perform Simple Bacteriology

A. Purpose of bacteriology
B. Types of bacteria
C. Reasons and methods of identification of bacteria
D. Procedure for streaking plates, preparing slides and preparing gram stains
E. Safety precautions

HOS 25.10 Preparing Blood Smears

A. Purpose of the blood smear
B. Procedure
C. Sources of error

FUNCTION -- Care of Orthopedic Patient

HOS 26.01 Care for patient with a cast

A. Types of casts
B. Equipment and supplies
C. Positioning procedure
D. Comfort and safety actions

HOS 26.02 Apply or Remove Braces

A. Types of braces
B. Application of braces
C. Maintenance of braces
D. Safety precautions
E. Applying or removing braces

HOS 26.03 Apply or Remove Skin Traction

A. Principles of skin traction
B. Types of traction
C. Safety precautions
D. Procedure for applying or removing skin traction

HOS 26.04 Rotate Patient Using Turning Frames

A. Purpose
B. How frame operates
C. Safety precautions
D. Procedure for turning patient

HOS 26.05 Operate Circ-O-Lectric Bed

A. Purpose of Circ-o-lectric bed
B. Patients who need Circ-o-lectric bed
C. Types of positions
D. Safety precautions
E. Procedure for operating
F. Change patient's position in circ-o-lectric bed

FUNCTION -- Giving Post-Mortum Care

HOS 27.00 Give Post-Mortum Care

A. Why special care is needed
B. Care after death
C. Legal Applications
D. Procedure

FUNCTION -- Care of Surgical Patient

HOS 28.01 Give Pre-Operative Skin Care

A. Purposes and Types of pre-op skin care
B. Areas of body for various types surgery
C. Necessary equipment
D. Safety factors
E. Procedure for pre-op skin care

HOS 28.02 Prepare Patient for Surgery

A. Reasons for pre-op care
B. Necessary forms and equipment needed
C. Procedure for pre-op care
D. Prepare patient for a surgical procedure

HOS 28.03 Give Immediate Post-op Care

A. Procedures and observations that consist of immediate post-op care
B. Preparation of the patient room and necessary equipment
C. Safety measures
D. Procedure for immediate post-op care

FUNCTION -- Special Care of the GI Tract

HOS 29.01 Change Colostomy Drainage Bag

A. Reasons for changing bag
B. Necessary equipment
C. Procedure for changing colostomy dressing
D. Change a colostomy dressing

HOS 29.02 Irrigate Colostomy

A. Reasons for irrigation
B. Necessary equipment
C. Procedure for irrigation

HOS 29.03 Irrigate Naso-gastric Tube

A. Reasons for a naso-gastric tube
B. Reasons for irrigating a nasogastric tube
C. Equipment needed
D. Procedure of irrigation

FUNCTION -- Maintain Patient Environment

HOS 30.01 Provide Fresh Drinking Water

A. Importance of fresh drinking water
B. Types of orders
C. Procedures

HOS 30.02 Assist the patient with the telephone

A. Reasons for bedside telephones
B. Factors in using telephone
C. Procedure

HOS 30.03 Care for the Patient's Flowers

A. Value of flowers
B. General care and placement, including cut flowers and plants

FUNCTION -- Housekeeping Aide

HOS 31.01 Clean the Occupied Unit

A. Define concurrent cleaning
B. Reasons for cleaning
C. Safety
D. Procedures

HOS 31.02 Correctly clean a discharged unit

A. Difference between concurrent and terminal cleaning
B. Reasons for disinfection
C. Equipment for cleaning discharge unit
D. Procedure for cleaning and stripping a discharge unit

HOS 31.03 Cleaning an Isolation Unit

A. Reason for cleaning an occupied isolation unit
B. Equipment needed
C. Procedures

HOS 31.04 Cleaning Special Areas

A. Why procedure in O.R., delivery room and nursery differs from routine cleaning
B. Special equipment or materials needed
C. When cleaning is scheduled in each area
D. Procedure

FUNCTION -- Introduction to Dental Workers

HOS 32.01a The Dental Profession

A. Denistry
B. Organization
C. Specialty training requirements

HOS 32.01b The Dental Hygienist and the Dental Lab Technician

A. Area of service
B. Functions
C. Requirements

HOS 32.01c The Dental Assistant

A. Area of Service
B. Functions
C. Requirements

HOS 32.02 Identifying and Maintaining Basic Dental Equipment

A. Definition
B. Identification of dental equipment
C. Procedure
D. Maintenance of equipment

HOS 32.03 Seat and Dismiss the Patient

A. Equipment
B. Procedure for seating the patient
C. Notifying the doctor
D. Dismissing the patient

HOS 32.04 Preparing an Anesthetic Syringe

A. Syringe parts
B. Methods of preparing syringe

FUNCTION -- The Dietary Aide

HOS 33.01 Prepare and Serve Food Tray

A. Function of the dietary department
B. Appropriate dress
C. Daily food requirements
D. Types of hospital diets
E. Procedure for checking the diet tray
F. Procedure for serving diet tray

FUNCTION -- Radiologic Technology

HOS 34.01 Duties of Radiologic Technologist

A. Radiographic examinations
B. Film processing
C. Areas of radiologic specialization

HOS 34.02 Educational Requirements

A. Radiography
B. Nuclear Medicine
C. Radiation Therapy

HOS 34.03 Radiographic Equipment

A. X-Ray film
B. Automatic processors
C. Computerized tomography

HOS 34.04 Radiation Protection

A. Basic protection devices and techniques

HOS 34.05 Positioning Patient for Radiograph

A. Positions
B. Patient preparation
C. Radiographic techniques

FUNCTION -- Physical Therapy Assisting

HOS 35.00 Description of the Physical Therapy Team

A. Educational requirements
B. Responsibilities
C. Equipment
D. Treatment methods

MAJOR AREA II: PERSONAL AND VOCATIONAL RELATIONSHIPS (PVR)

FUNCTION -- You, the Student

PVR 1.01 Personal Health Habits
PVR 1.02 Student Life

FUNCTION -- You, the Nurse

PVR 2.01 Personal Characteristics
PVR 2.02 Nursing History
PVR 2.03 Vocational Choices and Responsibility
PVR 2.04 Acquiring, Retaining, Advancing, and Leaving Positions

FUNCTION -- Your patient

PVR 3.01 Spiritual Care of the Patient
PVR 3.02 Nursing Team Personnel and Nursing Care Patterns
PVR 3.03 Special Problems of Patients

FUNCTION -- Ethical and Legal Aspects

PVR 4.00 The Nurse, the Law and Ethics

FUNCTION -- Understanding Human Behavior

PVR 5.01 Challenges and Responsibilities of Health Workers
PVR 5.02 The Philosophy of Individual Worth
PVR 5.03 Striving for Self-Understanding
PVR 5.04 Influences on Behavior
PVR 5.05 Physical Needs
PVR 5.06 The Need for Self Approval
PVR 5.07 The Need for Acceptance
PVR 5.08 Emotions and Behavior
PVR 5.09 Adjustments and Patterns of Behavior
PVR 5.10 Illness and Patient Behavior
PVR 5.11 Coping with Patient Behavior
PVR 5.12 Human Relationa and the Health Worker
PVR 5.13 Threats to Adjustment
PVR 5.14 Defense Mechanisms and Behavior
PVR 5.15 Inner Conflict
PVR 5.16 Frustration and Behavior
PVR 5.17 Observing Non-Verbal Behavior
PVR 5.18 Verbal Communications

MAJOR AREA III: NUTRITION AND DIET THERAPY (NDT)

FUNCTION -- Introduction to Nutrition

NDT 1.01 Basic Principles of Nutrition
NDT 1.02 Energy Requirements

FUNCTION -- Basic Nutrients

NDT 2.01 Carbohydrates in Nutrition
NDT 2.02 Proteins in Nutrition
NDT 2.03 Fats in Nutrition

FUNTION -- Water, Cellulose, Minerals and Vitamins

NDT 3.01 Functions of Water and Cellulose
NDT 3.02 Minerals
NDT 3.03 Vitamins

FUNCTION -- Nutrition During the Life Span

NDT 4.01 Nutritional Needs During Pregnancy and Lactation
NDT 4.02 Nutrition Needs During Infancy
NDT 4.03 Nutritional Needs of Children
NDT 4.04 Nutritional Needs for the Geriatric Patient

FUNCTION -- Diet Therapy

NDT 5.01 Liquid and Soft Diets
NDT 5.02 Diet Modifications

MAJOR AREA IV: BASIC DRUG ADMINISTRATION

FUNCTION -- Drug Problems

BDA 1.01 Solve Math Problems
BDA 1.02 Determine Equivalents
BDA 1.03 Solve Drug Dosage Problems

FUNCTION -- Pharmacology

BDA 2.01 Define Pharmocology Terms
BDA 2.02 Identify Medical Abbriviations
BDA 2.03 Describe Drug Categories

MAJOR AREA V: ANATOMY AND PHYSIOLOGY

FUNCTION -- General Plan of the Body

AP 1.01 Describe the General Plan of the Human Body
AP 1.02 Identify Word Elements and Medical Terms
AP 1.03 Describe Structural Units of the Body
AP 1.04 Describe the Structure and Functions of the Skin

FUNCTION -- Musculoskeletal System

AP 2.01 Describe the Structure and Function of Bones
AP 2.02 Describe the Structure and Function of Joints, Muscle and Bursae

FUNCTION -- Circulatory System

AP 3.01 Describe the Structure and Function of the Blood
AP 3.02 Describe the Structure and Function of the Heart
AP 3.03 Describe the Structure and Function of the Blood Vessels and Blood Circulation
AP 3.04 Describe the Lymphatic System

FUNCTION -- Nervous System

AP 4.01 Describe the Nervous System as a Whole
AP 4.02 Describe the Structurde and Function of the Central Nervous System
AP 4.03 Describe the Structure and Function of the Peripheral Nervous System
AP 4.04 Describe the Autonomic Nervous System

FUNCTION -- Sense Organs

AP 5.01 Describe the Structure of the Eye and Their Functions
AP 5.02 Describe the Structure of the Ear and Their Functions

FUNCTION -- Digestive System

AP 6.01 Describe the Anatomy of the Digestive System
AP 6.02 Describe Digestion and Absorption

FUNCTION -- Respiratory System

AP 7.01 Describe the Structure and Function of the Respiratory System
AP 7.02 Describe the Alveolus

FUNCTION-- Urinary System

AP 8.01 Describe the Urinary System
AP 8.02 Identify the Constituents of Urine
AP 8.03 Describe the Structure and Function of the Nephron

FUNCTION -- Reproductive System

AP 9.01 Describe the Reproductive Systems
AP 9.02 Describe Functions of Sex Hormones
AP 9.03 Enrichment: Describe Conception

FUNCTION -- Endocrine System

AP 10.00 Description of the Endocrine System

FUNCTION -- Body Fluids

AP 11.01 Describe Fluid and Electrolyte Balance
AP 11.02 Describe Acid Base Balance

MAJOR AREA VI: NURSING OF CHILDREN

FUNCTION --Hospitalized Child

NC 1.01 Emotional Aspects
NC 1.02 Physical Preparation for Treatments

FUNCTION -- The Infant

NC 2.01 The Normal Infant
NC 2.02 Disorders of the Infant

FUNCTION -- The Toddler

NC 3.01 Normal Growth and Development
NC 3.02 Disorders of the Toddler

FUNCTION -- The Pre-School Child

NC 4.01 Characteristics of the Pre-School Child
NC 4.02 Disorders of the Pre-Schooler

FUNCTION -- The School Age Child

NC 5.01 School Age Child's Normal Development
NC 5.02 Disorders of School Age Child

FUNCTION -- The Adolescent

NC 6.00 The Adolescent

MAJOR AREA VII: MATERNAL AND NEWBORN CARE

FUNCTION -- Fetal Development

MN 1.00 Fetal Development

FUNCTION -- Care and Complications During Pregnancy

MN 2.01 Prenatal Care
MN 2.02 Complications During Pregnancy

FUNCTION -- Care During Labor and Delivery

MN 3.01 Care During Labor and Delivery: Normal Labor
MN 3.02 Care During Labor and Delivery: Complications

FUNCTION -- Care of the Newborn

MN 4.01 Normal Newborn
MN 4.02 Premature and Congenital Abnormalities
MN 4.03 Birth Injuries and Diseases

FUNCTION -- Post-Partum Care

MN 5.01 Immediate Post Partum Care
MN 5.02 Daily Care

FUNCTION -- Family Planning

MN 6.00 Family Planning

MAJOR AREA VIII: MENTAL HEALTH AND MENTAL ILLNESS

FUNCTION -- Mental Health

MHI 1.01 Mental Health Needs of Patients
MHI 1.02 Therapeutic Techniques of Communication

FUNCTION -- Mental Illness

MHI 2.01 Neuroses; Personality Disorders and Drug Dependency
MHI 2.02 Psychoses
MHI 2.03 Psychiatric Therapies

MAJOR AREA IX: MEDICAL SURGICAL NURSING

FUNCTION -- Disease and the Body's Response

MS 1.01 Cause of Disease
MS 1.02 Detection of Disease
MS 1.03 Body's Response to Disease

FUNCTION -- Allergic Conditions

MS 2.01 Definition and Cause of Allergies
MS 2.02 Allergic Reactions; Diagnosis and Prevention
MS 2.03 Allergic Conditions

FUNCTION -- Communicable Diseases

MS 3.01 Overview of Communicable Diseases
MS 3.02 Bacterial and Viral Diseases

FUNCTION -- The Surgical Patient

MS 4.01 Pre-operative Preparation
MS 4.02 Post-operative Care
MS 4.03 Post-operative Complications
MS 4.04 Pharmacology for Surgical Patients

FUNCTION -- Chronic Illness

MS 5.01 Chronic Illness
MS 5.02 Geriatric Patient

FUNCTION -- Nursing the Cancer Patient

MS 6.00 Give Care to the Cancer Patient

FUNCTION -- Conditions of the Skin

MS 7.01 Diagnosis and Treatment of Skin Conditions
MS 7.02 Disorders of the Skin
MS 7.03 Care of Burns

FUNCTION -- Conditions of Blood and Lymph

MS 8.01 Overview of Blood Disorders
MS 8.02 Anemia
MS 8.03 Destructive and Malignant Conditions

FUNCTION -- Cardiac Conditions

MS 9.01 Overview of Cardiac Conditions
MS 9.02 Congestive Heart Failure
MS 9.03 Coronary Artery Disease
MS 9.04 Disorders of Cardiac Condition

FUNCTION -- Vascular Conditions

MS 10.01 Conditions of the Arteries
MS 10.02 Conditions of Peripheral Vessels and Veins

FUNCTION -- Conditions of Digestive System

MS 110.0 Overview of the Digestive System
MS 11.02 Disorders of the Upper G.I. Tract
MS 11.03 Disorders of the Lower G.I. Tract
MS 11.04 Disorders of the Accessory Organs

FUNCTION -- Conditions of Urinary System

MS 12.01 Overview of Urinary System
MS 12.02 Inflammatory Conditions
MS 12.03 Obstructions of Urinary Tract
MS 12.04 Trauma and Renal Failure

FUNCTION -- Conditions of Respiratory System

MS 13.01 Overview of Respiratory Conditions
MS 13.02 Non-infectious Conditions of Respiratory System
MS 13.03 Infectious Conditions of Respiratory System
MS 13.04 Surgical Conditions of Respiratory System

FUNCTION -- Conditions of Musculoskeletal System

MS 14.01 Overview of Musculoskeletal System
MS 14.02 Congenital Deformities
MS 14.03 Inflammatory and Infectious Disorders
MS 14.04 Traumatic Injuries
MS 14.05 Bone Tumors and Amputations

FUNCTION -- Conditions of Nervous System

MS 15.01 Overview of the Nervous System
MS 15.02 Infectious Diseases of the Nervous System
MS 15.03 Degenerative and Inflammatory Diseases
MS 15.04 Disorders of the Brain and Spinal Cord

FUNCTION -- Conditions of Sensory Organs

MS 16.01 Overview of the Eye
MS 16.02 Diseases and Disorders of the Eye
MS 16.03 Overview of the Ear
MS 16.04 Diseases and Disorders of the Ear

FUNCTION -- Conditions of Endocrine System

MS 17.01 Conditions of Thyroid, Parathyroid, Adrenal and Pituitary Glands
MS 17.02 Conditions of the Pancreas

FUNCTION -- Conditions of the Reproductive System

MS 18.01 Overview of Reproductive System
MS 18.02 Disorders of the Female
MS 18.03 Disorders of the Male
MS 18.04 Venereal Diseases

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Georgia Department of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the department's effort to implement this nondiscriminatory policy.

Title II - Loydia Webber, Vocational Equity Coordinator
Title VI - Peyton Williams Jr., Associate Superintendent of State Schools and Special Services
Title IX - Evelyn Rowe and Myra Tolbert, Coordinators
Section 504 - Jane Lee, Coordinator of Special Education

Inquiries concerning the application of Title II, Title VI, Title IX or Section 504 to the policies and practices of the department may be addressed to the persons listed above at the Georgia Department of Education, State Office Building, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.